

CM/ECF - Version 3.0 ATTORNEY TIP SHEET

ADVERSARY:

- When opening an Adversary case you must add at least one Plaintiff and one Defendant at the appropriate screen. You will no longer have to select “Party Role” for the parties.
- During the opening of an Adversary case you can add multiple “Nature of Suit” codes. A prompt appears advising filers that if a 727 Objection to Discharge is included in the Complaint, then that Nature of Suit should be selected first.

CASE OPENING:

- In the case opening process certain items are required:
(Social Security Number, Address line 1, City, County, State, Zip)
Prompts will appear if the information is not completed in these fields.
- When adding a party through case opening, or docketing, you now have the option to include first and middle names in the search.
- When opening a Bankruptcy case you can only pick one type of debtor:
(Individual, Corporation, Partnership, or Other)
- The wording below has been added when creditors are entered via “Creditor Maintenance,” and an example is also displayed.
*“Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.”*

INVOLUNTARY CASES:

- “Open Involuntary Case” option now appears under the “Bankruptcy” menu.
- When opening an Involuntary Case the first party search is for the **Debtor**. An Involuntary Case can only be filed against one Debtor, therefore, only one Debtor can be added.
- When opening an Involuntary Case the second party search is for the **Petitioning Creditor(s)**. More than one Petitioning Creditor may be added.

DOCKETING:

- The docketing screens now show Chapter and Case Flags.
- When docketing a Multi-part Motion, parts (events) are displayed in the order they are selected. They are no longer based on where they appear in the pick list. Please make every attempt to insure the docket entry reads in the same order as the title of the Motion.

DOCKET REPORTS:

- The “Role Types” of parties will appear above their names on the docket report.

CLAIMS:

- The “Claims Register” and “Creditor Mailing Matrix” are now available directly from the Query screen in alphabetical order.
- The Claims Register will now show a “Claims History” that will contain Amended Claims and any docketed events that relate to the Claim.

PACER:

- The Docket Activity Report now allow Attorneys to select “Only cases to which I am linked”
- Transcripts will be billed with a 30 page maximum and Opinions are free.